



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 06-434
Position Title: **Printing Services Specialist**
Series and Grade: PG-1654-12/13
Salary Range: \$65,048- \$100,554 PA
Promotion Potential: PG-13
Opening Date: 06/09/06
Closing Date: 06/22/06
Location of Position: Production Department, Production Planning & Control Division, GPO
Internal Printing Management Section, WASHINGTON, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Full-time, Shift 1, 7:30 a.m. – 4:00 p.m.
Who May Apply: Permanent GPO Employees

MAJOR DUTIES:

Oversees the GPO Internal Printing Management Program in order to develop the best printed products possible considering economy, quality, regulatory adherence, and other factors as required. Serves as the technical expert on all GPO internal printing and binding requirements, and as such, approves all requests for printing and binding submitted by GPO. Serves as liaison between the requesting GPO organization, Customer Service Department, and Production Department in fulfilling all GPO internal printing services, including ensuring legal sufficiency of requests, conflict resolution, writing technical instructions etc. Monitors GPO billings for internal printing services from GPO organizations. Prepares detailed specifications for a wide variety of GPO internal printing needs such as manuals, brochures, posters, forms, reports, special letters, GPO Publications, Instructions and Notices, newsletters, and signs. Determines appropriate printing methods, ink, color, paper, type style, volume, size, margins, binding method, typography, packaging, marginal punching, perforations, distribution and storage. Keeps abreast of changing printing technologies by attending conventions, seminars, shows exhibits, training sessions, etc. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must possess 52 weeks of specialized experience equivalent to the next lower grade level. Examples of specialized experience includes: determining appropriate printing methods, preparing printing specifications, coordinating the completion of printing jobs, and developing cost estimates. All qualification and time-in-grade requirements must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

Knowledge, Skills, and Abilities and Other Characteristics required for this position:

1. Knowledge of printing and binding terminology, equipment and technologies.
2. Knowledge of Title 44, U.S. Code, JCP rules, and Printing and Binding regulations that govern GPO, in order to ensure conformance with Federal Laws.
3. Knowledge of GPO Billing Procedures to monitor costs and recommend changes to control or reduce internal printing costs.
4. Knowledge of the functions and responsibilities of the GPO Customer Services and Production Departments in order to fulfill internal printing requests.
5. Ability to effectively communicate both orally and in writing in order to make recommendations and coordinate work.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Prepare separate narrative responses to each of the KSAOs listed in this announcement.

Step 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:

Executive & Plant Operations
Human Capital Department
Derika F. Ferdinand
Phone: (202) 512-1308
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.